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SECURITY OFFICE

DESCRIPTIVE INFORMATION

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SECURITY OFFICE
MISSION AND FUNCTIONS

MISSION

The Director of Security is charged with the preparation and execution of the Agency's security program, and with the performance of security inspection functions.

FUNCTIONS

The Director of Security:

- a. Recommends the establishment of Agency policies relating to security, and establishes procedures for their implementation.
- b. Establishes safeguards necessary to prevent penetration of Agency activities by unauthorized individuals; develops domestic counter-intelligence programs for the Agency.
- c. Obtains and evaluates through investigations and liaison contact pertinent information regarding personnel for employment, assignment or association with the Agency. Approves or disapproves from a security standpoint the employment or utilization of individuals by the Agency.
- d. Determines the effectiveness with which security programs and policies are being accomplished.
- e. Co-ordinates and engages in policy and program planning of emergency measures.
- f. Prescribes security policies relating to the liaison and contact relations of Agency officials with others; establishes and maintains necessary liaison with officials of other government agencies on security.
- g. Investigates reports of violation or non-compliance with security policies or regulations and recommends or initiates appropriate action as may be required.
- h. Makes necessary inspections, investigations and reports to assure proper maintenance of security.
- i. Conducts certain activities pertaining to the over-all alien program.
- j. Conducts research in security fields.
- k. Provides trained professional security officers as required to Agency missions and installations.

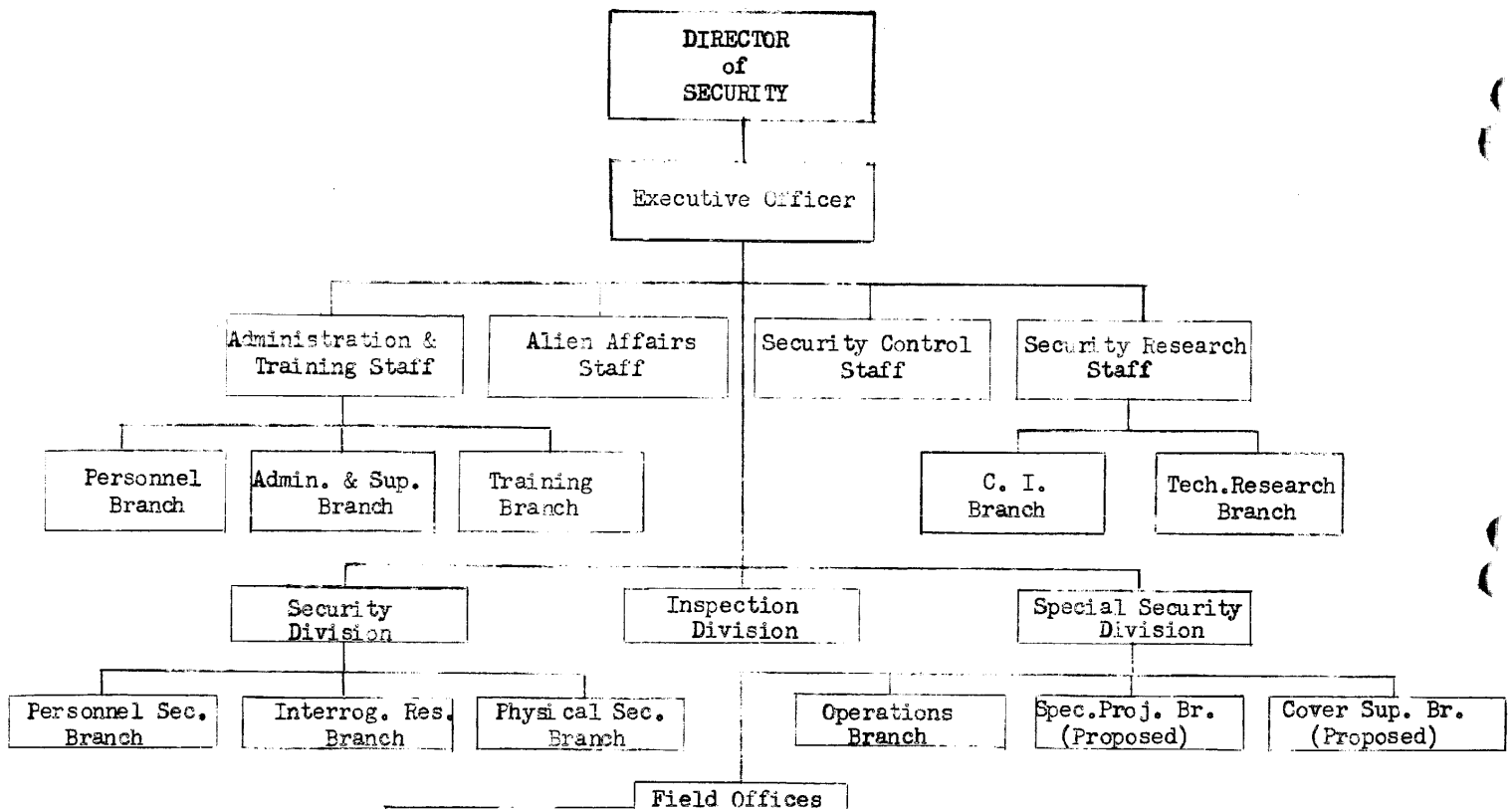
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SECURITY OFFICE

ORGANIZATION CHART

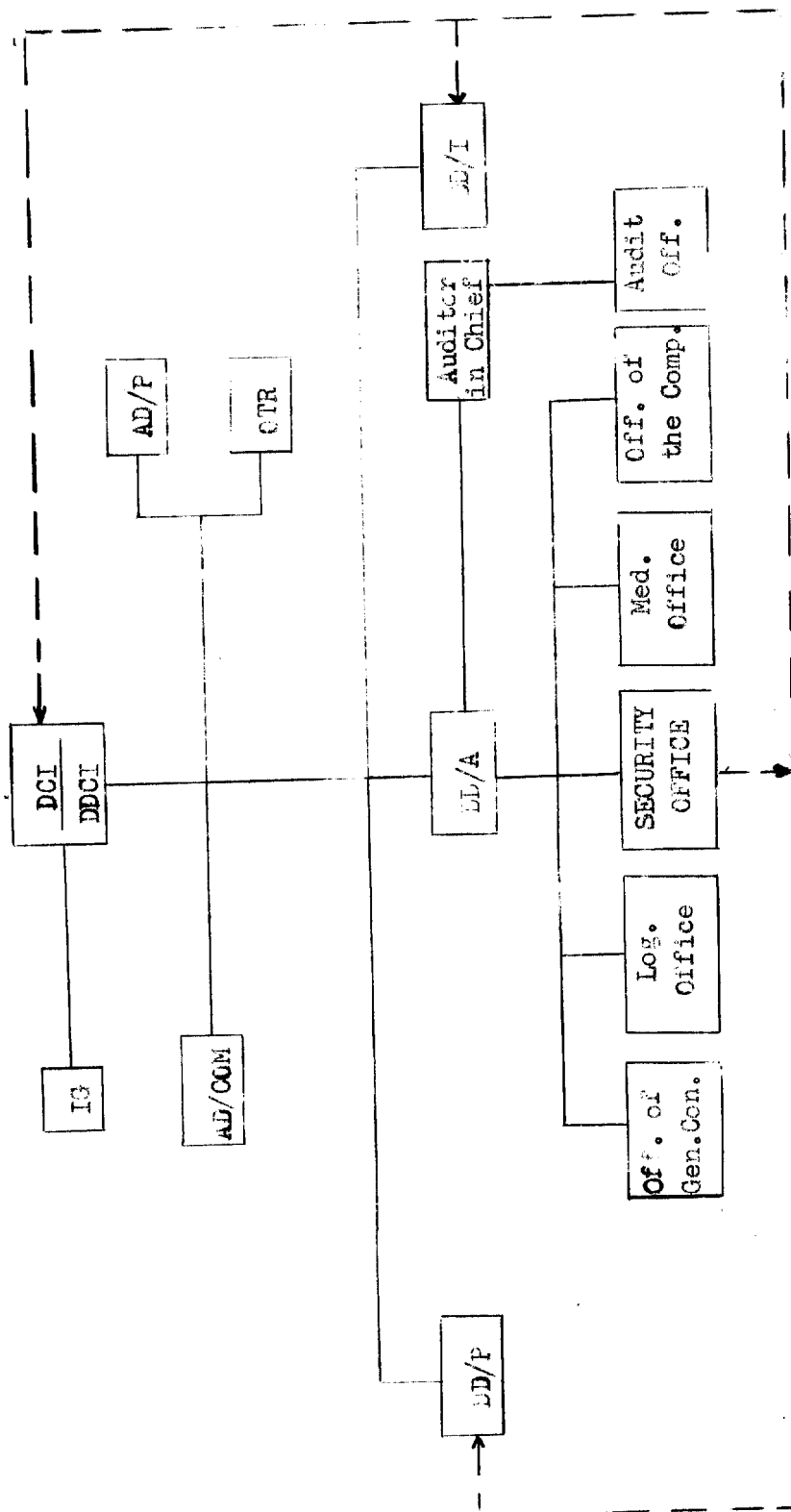


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CIA Organization Chart

Showing Position of Security Office in the DD/A Structure

and Authorized Direct Access to the DCI

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SECURITY OFFICE

SUMMARY OF RESPONSIBILITIES OF STAFFS AND DIVISIONS

SPECIAL SECURITY DIVISION

- a. Performs all personnel investigations, appraises the reports of covert investigations which are submitted to operating offices for final decision, and maintains continuing liaison with them to furnish covert personnel security guidance and support.

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- b. Furnishes covert operational [REDACTED]

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- c. Makes special inquiries within the Agency, or other Government agencies, on personnel security matters.

SECURITY DIVISION

- a. Determines the scope of overt and semi-covert personnel security investigations to be made.
- b. Appraises the reports of overt and semi-covert investigations and issues security clearances or recommends disapproval.
- c. Conducts interviews by means of general and special interrogation techniques.
- d. Develops and maintains physical security of CIA headquarters installations.
- e. Plans and maintains continuing supervision of safety measures.

INSPECTION DIVISION

- a. Conducts security inspections and special surveys of domestic and foreign installations of CIA.
- b. Ascertains security suitability of non-CIA training facilities and recommends approval or disapproval.
- c. Monitors and reviews (1) the Agency's classified procurement program; (2) visits and assignments of foreign nationals within Agency buildings; and (3) approves requests for shipments of [REDACTED]

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SECURITY OFFICE

SUMMARY OF RESPONSIBILITIES OF STAFFS & DIVISIONS (Cont'd.)

- d. Serves as co-ordinator within the Security Office for foreign and domestic security officers.

SECURITY CONTROL STAFF

- a. Devises and promulgates security policies for dissemination and domestic collection of classified material and conducts liaison as necessary with security representatives of other organizations.
- b. Furnishes security guidance to the Security Office and other components of CIA on security matters .
- c. Prescribes and implements security policies for the control of liaison relations between this Agency and other United States departments and agencies.
- d. Controls outside personal activities of CIA personnel by reviewing and passing on proposed writings for publications, speeches, foreign travel, etc.

ALIEN AFFAIRS STAFF

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a. 

SECURITY RESEARCH STAFF

- a. Maintains vigilance against possible penetration of CIA by outside agents or through potential defectors within the Agency.
- b. Studies, devises, plans, constructs, experiments with, uses, co-ordinates the use of, and instructs in the use of measures, methods and equipment as aids in investigations and interrogations and in the practice of counter-espionage.

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SECURITY OFFICE

SUMMARY OF RESPONSIBILITIES OF STAFFS & DIVISIONS (Cont'd.)

ADMINISTRATION AND TRAINING STAFF

- a. Provides administrative support for all activities of the Security Office.
- b. Continually reviews personnel records and accomplishments within the Security Office and provides a continuing program of training and guidance for the improvement and advancement of personnel.

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SECURITY OFFICE

DETAILS OF FUNCTIONS

STAFFS AND DIVISIONS

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SPECIAL SECURITY DIVISION


Functions and Activities:

This Division is the covert operational arm of the Security Office and as such is responsible for the investigation of all applicants for open, semi-covert and covert assignments and for the evaluation of the evidence obtained through investigations of covert applicants to determine their suitability for employment or association with the Agency.

This Division through its Operations Branch analyzes and assigns for investigation all cases received from the Office of the Director of Personnel through the Security Division, Security Office, as well as all cases received from operational offices of CIA. It also directs in its assignment of cases to the field, the scope of and the "cover" requirements of the investigation. Continual control and follow-up of investigation progress is maintained by this Branch. Upon completion of personnel investigations the reports of covert cases are appraised and evaluated and a determination made of the suitability of applicants for employment from a security viewpoint. Reports of investigation of persons to be associated with but not considered employees of CIA on operational projects, are appraised and evaluated and the results of such reviews are furnished the operational office concerned. The open and semi-covert investigations are supervised on an individual and over-all basis to insure completeness and full coverage of the subject. Reports on open and semi-covert personnel are referred to the Security Division for appropriate action.

It maintains vigilance of counter-espionage activities by the covert collection, processing and evaluation of CE material gained through special investigations and inquiries; the review of existing CIA material, records and reports, and continuing liaison with operational offices of CIA.

It furnishes support to CIA operational activities by completing various requirements requested by CIA operational offices. These services are performed by its investigative and evaluation facilities, involving headquarters and field offices and ~~25X1X4~~ private organizations and individuals ~~25X1X4~~ contractual relations.



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Functions and Activities - SSD, Cont'd.

This Division maintains nine offices in strategic points within the United States which are staffed with investigators to carry out its assignments. A Special Agent in Charge in each office supervises within his area the investigations and the other activities in support of operational requirements as directed by Operations Branch or the division chief. A substantive report of each personnel investigation is completed in the field and submitted to Division Headquarters.

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SECURITY DIVISION

Functions and Activities:

This Division determines the scope of overt and semi-covert personnel security investigations to be made. It appraises and analyzes the reports of these types of investigations with respect to adequacy of coverage and the pertinency of the information and evidence bearing on the security aspects of each case and approves for employment or association with the Agency those applicants, consultants, contractors and other miscellaneous categories of persons within the overt or semi-covert categories or recommends their disapproval for security reasons. It operates a system of review and re-appraisal of employees and initiates action for termination of persons constituting security risks. It conducts interviews on security matters, maintains reference files and controls dissemination of personnel security information to other Agencies and Agency personnel. It conducts a program of exit briefings for personnel leaving the Agency as well as instructional briefings on security matters concerning employees departing for overseas stations. It approves from the security standpoint transfers of employees between components of the Agency. It recommends dismissal of Agency personnel who do not meet the prescribed standards.

The Division conducts interviews by means of general and special interrogation techniques to augment and assist personnel investigations as well as to assist in resolving other matters of an investigative nature. It maintains constant research and study of interrogation techniques used throughout the world for possible application in the CIA security program.

This Division devises, co-ordinates and enforces security policies, procedures and programs through personnel and physical security to provide for the safeguarding of classified information and intelligence material, sensitive intelligence sources of information and operational methods. It devises and executes building evacuation plans and procedures along with maintaining constant vigilance and continuing survey control of such plans and safety practices and procedures to insure the protection of classified material and Agency property and personnel. It maintains security liaison with other agencies.

This Division establishes physical security standards to safeguard classified information and material in the custody and control of the Agency and protect it from loss, theft or compromise either by inadvertence or by deliberate intent; safeguards Agency Headquarters installations against penetration by unauthorized persons, fire or natural

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Functions and Activities - SD, Cont'd.

disaster and the general protection of all personnel. In performing the above, it develops and maintains CIA security regulations and trains CIA employees therein. It furnishes guidance to organizational units in CIA with respect to implementation and application of these regulations. It conducts physical security surveys, maintains security control of visitors, operates an overall badge identification system and directs the operation of a complete guard organization. It investigates violations of security regulations and fixes responsibility. A complete firearms program for Agency personnel, officially requiring the use of firearms, is supervised by this Branch. Study and research in advanced physical security procedures, techniques and developments are a continuing activity.

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INSPECTION DIVISION

Functions and Activities:

At the direction of the Director of Security, the Inspection Division is charged with responsibility for:

Conducting security inspections of all CIA installations, foreign and domestic, and making recommendations for the improvement of security.

Making special inspection of Security Office components as directed by the Director of Security.

Performing special inquiries, investigations and surveys within CIA where security problems exist.

Furnishing security guidance to all CIA components when requested and where necessary coordinating with appropriate Security Office divisions and staffs in offering such guidance.

Assisting in the selection, training and guidance of career security officers.

Serving as coordinator within the Security Office for all foreign and domestic security officers.

Ascertaining the security suitability of non-CIA training facilities and recommending their approval or disapproval for official CIA use; prescribing the security measures to be taken in arranging for the use of non-CIA facilities for training use, and participation by Agency personnel in such facilities.

Monitoring the security ramifications of all CIA classified contracts in coordination with the Security Officer, Logistics Office, and where necessary, conducting plant security inspections of selected contractors; reviewing and maintaining security inspection reports prepared by the Security Officers, Logistics Office and TSS.

Monitoring the program of Foreign Visitors in CIA buildings on behalf of the Security Office and offering security guidance and assistance to CIA components concerned on the physical control of these visitors and foreign liaison representatives; and obtaining information on which to institute appropriate security checks.

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Functions and Activities - ID, Cont'd.

Reviewing and approving requests for the shipment of high explosives within the United States.

Monitoring training courses presented by the Security Office and selected courses bearing on security matters presented by the Office of Training.

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SECURITY CONTROL STAFFFunctions and Activities:

This Staff devises, formulates and supervises security policies for the protection of classified information and intelligence material in connection with any outside personal activities of CIA employees, (such as publication of writings, delivering speeches, foreign travel and other personal matters in which an element of security might be involved); and with respect to the official contacts of CIA with other Government agencies and foreign governments, as elaborated on below. The Staff promulgates collection and dissemination security policies and renders interpretations, opinions and decisions with respect to these policies. The Staff serves as consultant, from the security standpoint, in coordinating public relations and the release of information concerning Agency activities and functions. It originates policy implementation of Presidential Executive Orders relating to security and the protection of intelligence. It maintains liaison with Federal departments and agencies in devising and carrying out security plans for CIA projects in those agencies and provides security policies to assure that CIA material is properly protected and that the personnel having access to CIA material meet CIA security requirements as outlined in the National Security Act. This Staff interprets for the Agency the various security policies of other agencies and of foreign governments and renders security decisions on classified material proposed for dissemination to foreign governments. It serves as security consultant to the other offices of CIA in their security plans for inter-departmental exploitation, research, joint efforts and similar activities; and serves on the inter-departmental and international committees concerned with security problems.

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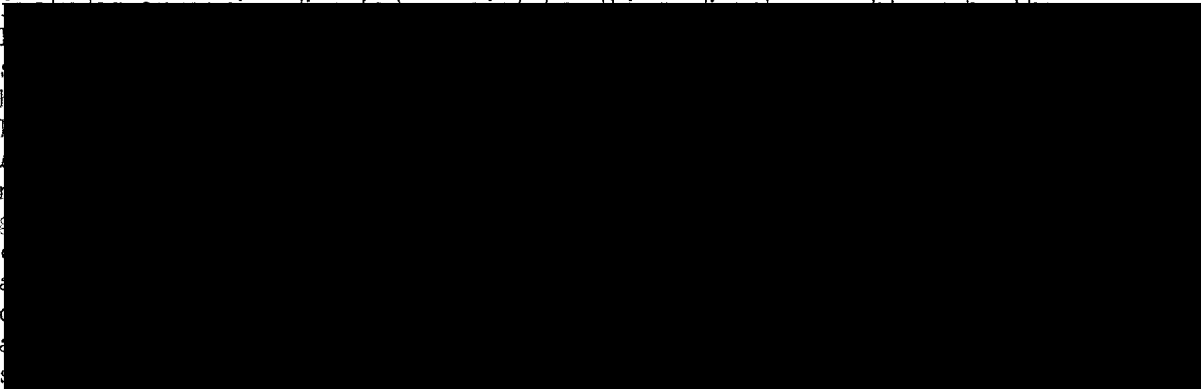
ALIEN AFFAIRS STAFF

Functions and Activities:

The Alien Affairs Staff was established in the Security Office in May 1950 to assist within the limits of security the various offices of CIA in matters of entry, status and disposal of aliens who are of interest to the Agency, including those used or to be used in opera-



The Alien Affairs Staff maintains liaison with and prepares for the Director's approval commitments to other branches of the Government in matters relating to aliens of interest to the Agency. This



No statistics are kept by this Staff because the functions are such that statistical reporting would not adequately describe the work.

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SECURITY RESEARCH STAFF

Functions and Activities:

Receives, evaluates and develops information for the purpose of preventing penetration of CIA by foreign intelligence organizations; plans, supervises and controls and carries out to a logical conclusion such operations as are necessary to insure fulfillment of this objective; studies, devises, plans, constructs, conducts experiments with, uses, coordinates the uses of, and instructs in the uses of measures, methods and equipment as aids to investigation and interrogation in the practise of counter measures.

Maintains and operates a technical and photographic laboratory and rooms specifically designed for research and experimentation; stockpiles supplies, instruments, devices, and equipment of a technical nature; maintains a continuous "ready" condition for technical matters; maintains a technical library and conducts research, experimentation, and operations along technical lines as directed by the Director of Security and the Deputy Director of Security.

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ADMINISTRATION AND TRAINING STAFF

Functions and Activities:

This Staff provides the administrative, personnel and training support for all of the divisions, activities and operations in Security, including its headquarters and field operations. It establishes, develops and maintains internal administrative policies and procedures; is accountable for all property assigned to the field and certain technical equipment assigned to headquarters; and prepares reports, studies and budget estimates. It formulates specialized security training programs and courses, conducts classes in connection therewith, including technical instruction peculiar to Security Office operations, and on-the-job and career management training in close coordination with the Agency's program and policies.

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